

PRIVACY STATEMENT

for processing of personal data for the management of training of the BEREC Office staff

The Agency for Support for BEREC (BEREC Office) processes the personal data of a natural person in compliance with Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains BEREC Office policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

1. What is the purpose and legal basis for processing your personal data?

The purpose of the processing of personal data is:

- Planning and organizing training activities for all of the BEREC Office staff
- Managing all the procedures of training actions: creating and publishing courses, training applications, validating training requests, registering and enrolling, following up of participation, and evaluation
- Creating a training history log for all the staff members
- Developing training plans for the staff

The lawfulness for the processing of the personal data is Article 5(a) of Regulation 2018/1725.

The legal basis for the processing is:

- Staff Regulations (in particular Article 24a) and the Conditions of Employment of Other Servants of the EU (Article 11 and Article 81)
- The BEREC Office Management Committee Decision of 8 December 2017 on the Framework of Learning & Development.

2. What personal data is collected and processed?

For staff, seconded national experts and trainees:

- Identification data, such as surname(s), name(s)
- Contact data: business e-mail address and telephone number
- Signature certifying presence at the training activity

For representatives of service providers and/or trainers:

- Identification data, such as surname(s) and name(s);
- Contact data: business e-mail address and telephone number.
- CVs.

3. Who has access to your personal data and to whom is it disclosed?

Personal data are treated by:

- The BEREC Office Resources Team and the Head of Administration and Finance
- Financial actors, including the Authorising Officer (for paid training)
- The line manager of the staff member
- The European Commission's HR.B.3 Unit (for courses in EU Learn)
- The services of the European School of Administration (for courses at the EUSA)
- Representatives of the service providers of the training.
- The Authority authorised to conclude contracts of employment of the BEREC Office

4. How long are your personal data kept?

- Training records are kept for the duration of the staff member's career. Records are disposed of 5 years after the staff member's departure.
- Training plans are kept in accordance with the retention period of personal files, i.e. 8 years after the extinction of all rights of the person concerned, and at least 100 years after the recruitment of the person.
- Training applications and presence lists are kept for the periods determined under the Financial Regulation (i.e. 5 years after the budget discharge).
- Data of service providers are kept for the duration of 5 years after the budget discharge;

For the data processed by HR.B.3 in EU learn: see the EU Learn privacy policy:

<https://webgate.ec.europa.eu/ilp/pages/external-dashboard.jsf?dashboardId=805652>

5. What are your rights?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

6. Who is the data controller and how to exercise your rights?

The data controller for the purpose of these processing operations is the BEREC Office.

To exercise the mentioned rights, you can contact the controller by sending an email to: Talent-management@berec.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer (dpo@berec.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.